



CITY OF ATLANTA

**EXTENDED
HOURS FOR
BUILDING
PERMIT
ISSUANCE**



**Department of Planning and
Community Development
Bureau of Buildings
55 Trinity Avenue, SW
City Hall, Suite 3900
Atlanta, GA 30303
404-330-6150**



EXTENDED HOURS FOR PERMIT ISSUANCE

In order to provide additional customer service consistent with Mayor Shirley Franklin's efforts to improve the building permit process for homeowners, the Bureau of Buildings will initiate an opportunity for City of Atlanta homeowners only to acquire certain types of building permits on an extended work-day basis.

Beginning Tuesday, July 6, 2004 and every subsequent Tuesday, the Bureau of Buildings will be opened from 4:00 p.m. to 8:00 p.m. to issue certain types of building permits to homes occupied by the owner, whose property is not located within "Conservation, Historic, Landmark (To verify call 404-330-6200), SPI districts or other districts requiring a Special Administrative Permit (To verify call 404-330-6145)".

The following types of permits will be considered:

- Fences that do not require grading
- Interior alterations only
- Second story additions within the limitations of the existing foundation
- Reroofing (No plans required)
- General Repairs (No plans required)
- Porch enclosures

This innovative effort will improve the ability of homeowners to obtain building permits as well as establishing a basis for future on-line permitting. For more information call 404-330-6150

Department of Planning and Community Development
Charles C. Graves, III, Commissioner
James E. Shelby, Deputy Commissioner
Bureau of Buildings
Norman A. Koplon, P.E., Director



Checklist for Submission of plans for Alterations and Repairs to One and Two Family Residences

The City of Atlanta is enforcing the CABO One and Two Family Dwelling Code, 2000 Edition, as amended.

I. GENERAL REQUIREMENTS

- A. Two complete sets of construction plans (plans must be on porous paper)
- B. All plans must be accurate, released for construction, legible, with dimensions drawn to a standard scale. (Single line drawings will not be accepted)
- C. A site plan is not required for interior only alterations that does not increase the number of living units.
However site plans are required for fences and porch enclosures.
- D. For projects requiring site modifications, see "Checklist for Submission of plans for Additions to One and Two Family Residences, Accessory Structures and Site Improvements" on <http://www.atlantaga.gov>.
- E. For projects involving exterior alterations (such as 2nd story additions, changing roof structure, new cantilevers) with no site work or conversions of single family residence to a duplex, a recent survey sealed by a Georgia Registered Land Surveyor will be required.

II. CONSTRUCTION DETAILS

- A. Floor Plans
 - i. Show thickness of walls
 - ii. Show window and door sizes
 - iii. Show room names (such as master bedroom, bathroom, closet, etc.)
 - iv. Show width of stairs, height of riser/tread, handrails and details.***
 - v. Show finished ceiling height for projects where new living space is being created in previously unfinished space (such as master bedroom, bathroom, closet, etc.)
- B. Structural Details are required when removing, adding or modifying building structure components.
 - i. Specify size and type of new structural components,
 - 1. Girders, Beams, Headers, Joists and Rafters
 - 2. Columns
 - 3. Trusses (vendor specifications required)
 - 4. Interior Footing and Foundations
 - ii. Show egress components-stair ramp***
 - iii. Show floor framing plans for each level; ceiling and roof framing plan***
 - iv. Section detail as deemed necessary by plan reviewer.

Note: If using pre-engineered building structural components, submit technical specification for verification of code compliance from manufacture.

III. PERMIT FEES

- A. Building Permit Fee is \$5.00 per \$1,000 of total cost of construction. (\$10,000 or less is a \$50.00 minimum fee)
- B. A separate permit is required by a licensed professional from:
 - i. Electrical***(404-330-6180)
 - ii. HVAC***(404-330-6265)
 - iii. Plumbing***(404-330-6170)

*****If applicable**

A PERMIT IS NOT REQUIRED FOR GENERAL REPAIR UNDER \$2,500 , IF THE WORK DOES NOT VIOLATE ANY OTHER LAWS

PLANS ARE REQUIRED FOR NEW CONSTRUCTION.



PERMIT FLOW CHART

